



# CITY OF HOUSTON

Administration and Regulatory Affairs Department  
Strategic Purchasing Division

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February 1, 2013

**SUBJECT:** Letter of Clarification No. 3 Comprehensive Fee and Cost of Service Study for the Finance Department

**REFERENCE:** Request for Qualification No. S46-Q24499

**TO:** All Prospective Proposers:

This Letter of Clarification is issued for the following reasons:

• **The following questions and City of Houston responses are hereby incorporated and made a part of the Request for Proposal:**

1. We received the RFQ for the Comprehensive Fee and Cost of Service Study. I will prepare a more formal list of questions, but did want to clarify the deadline for submitting questions about the RFQ. The RFQ states that we have until 5 PM on SATURDAY, January 26th. Do we actually have until Saturday, or is this Friday (or next Monday) the actual deadline?

**Answer:** *Please refer to Letter of Clarification 1.*

2. The Section 1.1 indicates that "various" department fees will be included. Is there a list of the departments that will be included in this analysis? Is the list inclusive of the departments and fees listed on the City's website under "City Fee Schedule?" Will non-General Fund departments be included in the analysis?

**Answer:** *The fees under consideration are including but not limited to the fees identified at [http://www.houstontx.gov/finance/fee\\_schedule.html](http://www.houstontx.gov/finance/fee_schedule.html). Non-general fund departments may be included. Per section 3.3 of the RFQ, the chosen vendor will work with the COH to refine the project scope, purpose, uses and goals of the City's User Fee Study.*

3. Section 3.8 indicates the City desires a comparison to other organizations. Does the City have a list of those organizations upon which those comparisons are based?

**Answer:** *No*

4. Section 5.0, Submission of Statement of Qualifications, requests a timeline for milestones and deliverables. Is it the City's intention to complete the analysis of all departments (see question 1. above) at one time? If so, does the City have an optimal timeframe in mind? Would the City consider conducting studies for certain departments one year, and others the next, for example?

**Answer:** *It is the goal of the City to finish this study as soon as possible and will work with the chosen vendor regarding the acceptable schedule.*

5. Section 5.1 indicates that the SOQ cannot exceed five (5) pages in length. Does this limit apply to only the bullet points identified in Section 5.1?

**Answer:** *Yes*

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**LETTER OF CLARIFICATION 3  
COMPREHENSIVE FEE AND COST OF SERVICE STUDY  
SOLICITATION NO. S46-Q24499**

6. The RFQ includes a Memorandum whose subject is: Certification of Funds. Is the City limited to the \$50,000 identified to complete the fee and cost of service analysis for all city departments?

**Answer:** *Please refer to Clarification Letter #2.*

7. Can we get a list of all fees that are in scope along with their corresponding department?

**Answer:** *Please refer to the response to Question #2.*

8. Is there an expected completion date?

**Answer:** *Please refer to the response to Question #4.*

When issued, Letter(s) of Clarification shall automatically become a part of the proposal documents and shall supersede any previous specification(s) and/or provision(s) in conflict with the Letter(s) of Clarification. All revisions, responses, and answers incorporated into the Letter(s) of Clarification are collaboratively from both the Strategic Purchasing Division and the applicable City Department(s). It is the responsibility of the proposers to ensure that it has obtained all such letter(s). By submitting a proposal on this project, proposers shall be deemed to have received all Letter(s) of Clarification and to have incorporated them into this proposal.

If you have any questions or if further clarification is needed regarding this Request for Qualifications, please contact me.

*Eric Alexander*

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**END OF LETTER OF CLARIFICATION 3**

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